**Part-time/Reduced timetable and/or Alternative Provision Form**

**Background**

All Children, regardless of their circumstances, are entitled to a full time education which is suitable to their age, ability, aptitude and any special educational needs they may have and schools have a statutory duty to provide full time education for all pupils.

This document outlines the legal context for the Local Authority’s request for schools to provide information about all pupils of **compulsory school age** that are on part-time/reduced timetables and those who are in alternative provision.

**Part-Time/Reduced Timetables**

[School attendance guidance](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/739764/Guidance_on_school_attendance_Sept_2018.pdf)  from the Department for Education states that:

“All pupils of compulsory school age are entitled to a full-time education. In very exceptional circumstances there may be a need for a temporary part-time timetable to meet a pupil’s individual needs. For example where a medical condition prevents a pupil from attending full-time education and a part-time timetable is considered as part of a re-integration package. A part-time timetable must not be treated as a long-term solution. Any pastoral support programme or other agreement must have a time limit by which point the pupil is expected to attend full-time or be provided with alternative provision.”

In agreeing to a part-time timetable a school has agreed to a pupil being absent from school for part of the week or day and therefore must record it as authorised absence.

Pupils on part-time timetables are therefore still incurring absences and for that reason every school **must** provide that information to the local authority giving the full name and address of the pupil concerned.

Part-time timetables **should not** be implemented to manage pupils with behavioural issues or used as a sanction, in these instances suitable support should be provided by the school. The school may use its power to direct a pupil off-site for education as an intervention to improve behaviour and this is set out in the Department for Education [Alternative Provision](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/268940/alternative_provision_statutory_guidance_pdf_version.pdf) statutory guidance.

If pupils are placed on a part-time/reduced timetable on the basis of a behavioural issue then this may be regarded as an unlawful exclusion and could result in a warning notice or a notification to the Regional Schools Commissioner.

**Safeguarding and Educational Entitlement**

Schools will be aware that pupils on part-time timetables may also be vulnerable and at increased risk not only of social and educational failure, but also of physical, emotional and psychological harm. As a result it is important that all schools share information with the local authority when pupils are placed on part-time/reduced timetables. This is so that actions can be taken to ensure the pupil receives their educational entitlement and also to ensure that any necessary welfare checks are carried out.

**Part-time/Reduced timetable and/or Alternative Provision Form**

**Good Practice**

If pupils are placed on a part-time timetable then the following safeguards should be put in place:

1. Parents/carers should be fully informed and consent to an agreed part-time timetable in writing.
2. Parents/carers and pupils should be actively involved in planning and reviewing any part-time timetables.
3. The Local Authority should be informed of any part-time arrangements.
4. The school should assign a member of staff to liaise with parents/carers, pupils and the Local Authority.
5. The Safeguarding Lead and the attendance lead at the school should be included in planning and monitoring of part-time timetables.
6. As part of the review process the effect of the part-time timetable on the pupil’s educational achievement should be closely monitored.

**Alternative Provision**

[Keeping Children Safe in Education:](https://www.gov.uk/government/publications/keeping-children-safe-in-education--2) September 2018 statutory guidance states:

“Where a school places a pupil with an alternative provision provider, the school continues to be responsible for the safeguarding of that pupil, and should be satisfied that the provider meets the needs of the pupil. Schools should obtain written confirmation from the alternative provider that appropriate safeguarding checks have been carried out on individuals working at the establishment, i.e. those checks that the school would otherwise perform in respect of its own staff.”

[Alternative Provision](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/268940/alternative_provision_statutory_guidance_pdf_version.pdf) statutory guidance is also clear that good alternative provision is that which appropriately meets the needs of pupils which require its use and enables them to achieve good educational attainment on par with their mainstream peers and that, prior to placement, commissioners should assess whether the alternative provision offers high quality education and is suitable for the pupil’s individual needs.

**Local Authority Request for information**

[Pupils Missing Out On Education –Ofsted Report November 2013](https://www.gov.uk/government/news/local-authorities-failing-children-who-are-missing-education) raised concerns that too many children were not receiving full-time education, and this was an issue in terms of education and safeguarding. All local authorities should know the provision, and the quality of the provision, for children not on a full-time timetable.

In order that the Local Authority can meet its duty to ensure that full-time provision is being made available please complete the Notification of a Part time timetable form for each and every pupil that is either on a part-time/reduced timetable or who is in alternative provision for all/part of the week.

Please return the completed forms to the Inclusion Service via the School Portal:

SEN WEST

SEND Barrow and South Lakes

SEN Carlisle and Eden

or by post to the following addresses:

Inclusion Services               Inclusion Services               Inclusion Services

Cumbria County Council    Cumbria County Council    Cumbria County Council

Floor 4                                 West Cumbria House          117 Botchergate

Craven House                     Jubilee Road                    Carlisle

Michaelson Road                Workington                          CA1 1RD

Barrow in Furness               CA14 4HB

LA14 1FD